



November 05, 2019

## Office Order No.:318-2019

For the greater interest of the Company, the following employees are hereby transferred as under:

SI	Name, Desig. & ID No.	Present Dept./Office	Transferred to	Remarks
01	Ms. Daijy Akter (2040), Assistant Officer	Cash Section, Cumilla Full Fledged SC	Policy Servicing Dept., Cumilla Full Fledged SC	
02	Mr. Md. Saiful Islam (2482), Assistant Officer (Cashier Cum Computer Operator)	Policy Servicing Dept., Cumilla Full Fledged SC	Cash Section, Cumilla Service Centre, Paribar Kallayan Bima Division	

Ms. Daijy Akter shall handover his overall charges to Mr. Md. Wahiduzzaman Hawlader (2187), Joint Assistant Vice President, Accounts Dept., Cumilla Full Fledged Service Center in Presence of Internal Auditor.

Before handing and taking over of overall charges, the JVP & Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 12-11-2019.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office/dept., by 09-11-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Mohammad Kabir Hossain (0933), Senior Officer shall handover the overall charges Mr. Md. Saiful Islam (2482) and advised to report his joining to Cash Section, Sonachaka Org. Office, Feni Zone-01 as per previous Office Order no:285+2019 dated October 02, 2019 with a copy to the Administration dept., Head Office, Dhaka.

The transfer of Mr. Md. Maidul Islam (1529), Assistant Officer, Accounts Dept., Paribar Kallayan Bima Division, Head Office, Dhaka vide Office Order No.:303-2019, dated October 22, 2019 at Cash Section, Cumilla Service Centre, Paribar Kallayan Bima Division is hereby cancelled and he will stay at his existing place of posting.

  
**Mahmudur Rahman Talukder**  
Senior Vice President (Admin)

• Copy forwarded to: Above 04 (Four) employees.

### C.C. to:

1. The Chief Executive Officer for kind information.
2. The Deputy Managing Director & Chief Financial Officer.
3. The Deputy Managing Director & Company Secretary.
4. The SEVP & Incharge, Administration Dept.
5. The SVP, Finance & Accounts Dept., Head Office.
6. The JVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per Office Order.
7. The Incharge, Cumilla Full Fledge SC
8. Mr. Md. Wahiduzzaman Hawlader (2187), JAVP, Accounts Dept., Cumilla Full Fledged Service Center
9. The Incharge, Cumilla Full Fledged SC
10. Master file
11. Office Order file
12. Personal file.
1. The SEVP (PRT) & PD, Paribar Kallayan Bima Division.
2. The SEVP (PRT) & Incharge, Cumilla Zone.
3. The SEVP (PRT) & Incharge, Feni Zone.
4. The Incharge, Cumilla Service Centre, Paribar Kallayan Bima Division.
5. The Incharge, respective offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائيم اسلامي لايف انشورنس لميتيد  
Prime Islami Life Insurance Limited



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**Mahmudur Rahman Talukder**  
Senior Vice President (Admin)

• Copy forwarded to: Above 04 (Four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন